

***NATIONAL WEATHER SERVICE INSTRUCTION 10-403  
OCTOBER 4, 2002***

***Operations and Services  
Fire Weather Services, NWSPD 10-4***

***FIRE WEATHER SERVICES COORDINATION AND OUTREACH***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** OS22 (D. Billingsley)

**Certified by:** W/OS22 (J. Lee)

**Type of Issuance:** Initial.

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***SUMMARY OF REVISIONS:*** Together with NWSPD 10-4, this directive supercedes WSOM Chapter D-06, "Fire Weather Services Program," Issuance 91-11, dated August 22, 1991; OML 03-95, dated April 27, 1995; OML 04-99, dated September 9, 1999.

<u>Signed</u>	<u>10/04/02</u>
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Director, Office of Climate, Water, and Weather Services	

## Fire Weather Services Coordination and Outreach

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Note: Weather Forecast Offices (WFOs) that have already coordinated Annual Operating Plans (AOPs) which differ from policies/procedures contained in 10-403 may postpone implementation of these policies/procedures until the end of the local fire season. Differences between 10-403 and current AOP agreements must be summarized to the Regions as soon as possible after this Instruction is signed and placed into the directives system. All WFOs must fully comply with 10-403 no later than 11/30/2002.

1. Coordination of Changes in Products and Services. NWS will use a customer-driven approach for the change process for Fire Weather products and services. NWS should have a conduit for coordination of these changes for customers at all levels (nationally, regionally, and locally at WFOs). National policy for products and services will reside in the Fire Weather Services Policy Directive 10-4. The area and local Annual Operating Plans (NWS Instruction 10-404) will serve to further document area and local implementation of policy and changes.

1.1 WFO Fire Weather Service Area. MICs and WFO Fire Weather Program Leaders (FWPL) should make every effort to identify local fire weather customers. MICs should ensure an updated list of customers and points of contact are included in the WFO station duty manual or other appropriate reference

WFO FWPLs, along with other designated staff, should lead the fire weather outreach and coordination efforts and thus are the "customer service representatives" for the NWS fire weather program at the local level. These representatives must maintain regular contact with fire and land management agencies, helping them assess meteorological needs and informing them of NWS products and services available to meet their needs. Fire and land management personnel should be encouraged to visit the WFO to become familiar with all NWS office personnel and operations. Likewise, WFO staff should take advantage of opportunities to visit land management agencies and operational sites (prescribed burns, RAWs platforms, etc.).

Meteorologists-in-Charge (MICs) should conduct or participate in customer meetings at least annually to gauge customer satisfaction, determine changes in requirements, and develop and review the Annual Operating Plan.

1.2 State or Geographic Area Coordination Center (GACC) Level. Coordination of customer requirements may sometimes be better accomplished at the state or GACC level. At this level,

both WFO MICs and the Regional Fire Weather Program Managers should represent the NWS to gauge customer satisfaction and requirements, and to develop and review regional/state Annual Operating Plans.

1.3 National Fire Weather Program. The National Fire Weather Program Manager (NFWPM) will coordinate the Fire Weather program (including budget, training, policy, etc.) with the Regional Program Managers and will operate as the conduit for national customer coordination. The NFWPM will work with the National Interagency Fire Center Directors or their representatives, the National Wildfire Coordination Group (NWCG), and other national fire suppression organizations in determining overall fire and land management requirements for meteorological support.

2. Change Notification. The Office of Climate, Water, and Weather Services (OS) through the Chief, Fire and Public Services Branch (OS22) will notify customers of changes in nationally supported products and services at least 60 days in advance of the change. Regional Headquarters will ensure external customers within their jurisdiction are notified of any changes (national, regional, or local) to the fire weather services program at least 60 days in advance of the change.

Regional Headquarters will submit any regional Supplements or other instructions enhancing or modifying Policy Directive 10-4 to the OCWWS for approval.